



## SIGN PERMIT APPLICATION



### APPLICANT

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

**Mailing** Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### CONTRACTOR INFORMATION

Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### PROPERTY INFORMATION

Assessor's Parcel # \_\_\_\_\_

Subdivision \_\_\_\_\_

Unit # \_\_\_\_\_ Lot # \_\_\_\_\_

Address/Location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning \_\_\_\_\_

### SUBMITTAL CHECKLIST

- ☐ \$50 non-refundable filing fee.
- ☐ Two copies of a plan showing the dimensions, advertising copy, materials, and colors of the proposed sign(s).
- ☐ Two copies of a site plan of the property showing the location of *all existing and proposed* sign(s).
- ☐ Size, type, and illumination description of all existing and proposed signs on subject property. (*See reverse*)
- ☐ For new construction, a separate building permit.
- ☐ For illuminated signs, a separate electrical permit.

### CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

 **Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner** (*if not the applicant*)

\_\_\_\_\_ Date \_\_\_\_\_

### INVENTORY OF EXISTING & PROPOSED SIGNS

Use worksheet on reverse to calculate.

	Total Number	Total Square Footage
Existing Signs <i>Not</i> to be Changed	_____	_____
Signs to be Modified	_____	_____
Proposed New Signs	_____	_____

### OFFICE USE ONLY

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Case # \_\_\_\_\_

Related Cases \_\_\_\_\_

### DIRECTOR ACTION

☐ Approved with Conditions (*see attachments*) ☐ Denied


Action By \_\_\_\_\_ Date \_\_\_\_\_

Expiration \_\_\_\_\_



## Sign Permit Inventory Worksheet

### INVENTORY OF EXISTING SIGNS, MODIFICATIONS, AND NEW CONSTRUCTION

Sign	Existing Size			Proposed Size			Type	Illumination		
	Existing, no change Modification of existing New construction	Width (in inches)	Height (in inches)	Total Square Footage	Width (in inches)	Height (in inches)		Total Square Footage	Freestanding Wall-mounted Other—specify	None Internal External
 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
7	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
10	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
15	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

Total Square Footages of all Signs \_\_\_\_\_